

### Department of Education

Region VI – Western Visayas SCHOOLS DIVISION OF CAPIZ

May 8, 2023

### DIVISION MEMORANDUM No 2 0 5s. 2023

#### CHECKLIST FOR THE APPLICATION OF PRIVATE SCHOOLS FOR SCHOOL YEAR 2023-2024

To: OIC, Office of the Assistant Schools Division Superintendent

Chief Education Supervisors

Curriculum Implementation Division School Governance and Operations Division

**Education Program Supervisors** 

Public Schools District Supervisors/ OIC of the Districts

Public Secondary and Integrated School Heads

All Others Concerned

- 1. Attached is Regional Memorandum No. 312 s. 2023 re: **CHECKLISTS FOR THE APPLICATION OF PRIVATE SCHOOLS FOR SCHOOL YEAR 2023-2024.** Enclosed are the following checklists for Private Schools regulations for the incoming school year:
  - a. Application for the New Permit;
  - b. Application for Renewal of Permit;
  - c. Application for Government Recognition;
  - d. Application for Increase in tuition and Other School Fees;
  - e. Application for No Increase in Tuition and Other School Fees;
  - f. Application for the Change of Name; and
  - g. Application for Permanent Closure.
- 2. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MA. LUNIE B. SAMPANI, CPA, MPA

OIC, Office of the Assistant Schools Division Superintendent In-charge of the Division

Address: Banica, Roxas City Contact Number: (036) 620 2371 Email Address: capiz@deped.gov.ph



#### Republic of the Philippines

#### Department of Education REGION VI - WESTERN VISAYAS

#### REGIONAL MEMORANDUM

No. 312,

s. 2023

#### CHECKLISTS FOR THE APPLICATIONS OF PRIVATE SCHOOLS FOR SCHOOL YEAR 2023-2024

To:

Assistant Regional Director Schools Division Superintendents

All Others Concerned

- Consistent to DepEd Memo No. 19, s. 2023, Extensions to the Period of Consultations and Applications for the Changes in Tuition and Other School Fees, Renewal of Permits to Operate, and New Course Offerings of Private Educational Institutions in Light of the Adjusted Calendar for the School Year 2023 - 2024, this Office enhances the following Checklists for Private School regulations for the incoming school year:
  - a. Applications for the New Permit;
  - b. Applications for the Renewal of Permit;
  - c. Application for the Government Recognition;
  - d. Application for Increase in Tuition and Other School Fees:
  - e. Application for No Increase in Tuition and Other School Fees;
  - f. Application for the Change of Name; and
  - g. Application for Permanent Closure.

2. Immediate dissemination of this Memorandum is desired.

RAMIR B. UNTICO EdD, CESO III

Regional Director



Address: Duran Street, Iloilo City, 5000 Telephone Nos: (033)509-7653; (033)336-2816 Email Address: region6@deped.gov.ph Website: region6.deped.gov.ph



## Republic of the Philippines Department of Education REGION VI – WESTERN VISAYAS

QAD-PS-Form 3

SDO:

Name of School: Address of School:

#### CHECKLIST FOR APPLICATION OF GOVERNMENT RECOGNITION

	Course/s Offered:	School Year:	The second secon
	Contact Person:	Contact No.	
E	mail Address:		The state of the s
No	Down D.		
No.	Documentary Requirements		marks
1		SDO	RO
1.	Indorsement		
	Duly signed by SDS or OIC SDS		
	Consistent with the intended course/grade level as     stated in the Letter of Research of Research.		
	stated in the Letter of Request of Request or Board Resolution		
2.	SDO Inspection Report/ Checklist for Application		
	Template is filled out.		
	Contains information corresponding to the actual		
	inspection conducted.		
	Duly signed by the SDO Private School Focal		
	Person, CID and SGOD Chiefs.		
3.	Letter of Intent/Request addressed to DepEd Regional		
	Director or Board Resolution		
	<ul> <li>Includes the intended course/grade level to be</li> </ul>		
	offered.		
	Duly signed by the school		
4.	principal/director/president.		
4.	Certificate of Registration  • SEC Registered		
	- Stock		
	- Non-stock		
	Articles of incorporation and By-Laws (Original		
•	or Certified Xerox Copy)		
	• In the name of the school		3-
5.	School Site		
	<ul> <li>Copy/ies of Transfer Certificate/s of title of the</li> </ul>		
	school site (if owned by school)		
	- In the name of the school		
-	- Total area adequate		
	(Pre-Elem. (min.) – 500 sq.m,		
	Elem./HS (min.) − 1,000 sq.m.)  • Copy/ies of Contract of Lease of School		
	Site/Building (if not owned by school)		
	- Indicate the number of contract years – at		
	least 15 years of lease		
	Location of School in relation to environment		
	- Far from recreation places		
	- Free from noise/unpleasant odor and dust		
	Campus development and landscaping plans	y	
	- Fully implemented	-	



### Republic of the Philippines Department of Education

### REGION VI - WESTERN VISAYAS

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17.	List of laboratory facilities and equipment classified by subject area				
18.	Child Protection Policy/ Anti-b	Illying Policy			
19.	Disaster Risk Reduction Manag	ement			
20.	Fees				
	<ul> <li>School Bond P 1,000.</li> </ul>	00 (new)			
	• Inspection Fee 1,000.0				
		0 + 15.00 (research fee)			
		0 + 15.00 (research fee)			
		0 + 15.00 (research fee)			
A	ssessed by:				
١.					
	Signature above printed name) O Private School Focal Person	(Signature above printed name)	(Signature above printed name)		
SD	O Private School Focal Person	Chief, CID	Chief, SGOD		
			I .		
	Date	Date	Date		
Date of	Date  Of Ocular Inspection	Date	Date		
		Date	Date		
	of Ocular Inspection	Date	Date		
Recor	of Ocular Inspection	Date	Date		
Recor	of Ocular Inspection	Date	Date		
Recor	of Ocular Inspection	Date	Date		
Recor	of Ocular Inspection	Date	Date		
Recor	of Ocular Inspection	Date	Date		
Recor	of Ocular Inspection  nmended Action  alidated by:				
Recor V	of Ocular Inspection	(Signature above printed name) QAD EPS	(Signature above printed name)		
Recor V	of Ocular Inspection  nmended Action  alidated by:	(Signature above printed name)			
Recor V	of Ocular Inspection  nmended Action  alidated by:  Signature above printed name)  QAD EPS	(Signature above printed name) QAD EPS	(Signature above printed name)		
Recor V	of Ocular Inspection  nmended Action  alidated by:	(Signature above printed name)	(Signature above printed name)		
V (S	of Ocular Inspection  nmended Action  alidated by:  Signature above printed name)  QAD EPS	(Signature above printed name) QAD EPS	(Signature above printed name) QAD, Chief ES		
V V	of Ocular Inspection  mmended Action  alidated by:  Signature above printed name)  QAD EPS  Date	(Signature above printed name) QAD EPS	(Signature above printed name) QAD, Chief ES		



## Republic of the Philippines Department of Education REGION VI – WESTERN VISAYAS

QAD-PS-Form 4

#### CHECKLIST FOR APPLICATION FOR CHANGE OF NAME

	DO:				
-	lame of School:				
A	Address of School:				
C	Course/s Offered:		School Year:		
C	Contact Person:		Contact No.		
E	mail Address:			A THE RESIDENCE OF THE PROPERTY OF THE PROPERT	
		The state of the s			
No.	Documentary Requirements		Remarks		
			SDO	RO	
1.	Indorsement				
	<ul> <li>Duly signed by SDS or O.</li> </ul>				
	<ul> <li>Consistent with the intend</li> </ul>				
	stated in the Letter of Req	uest of Request or Board			
	Resolution				
2.	SDO Inspection Report/ Checklist	for Application			
2	Template is filled out.  I offer of Advisor/Interest/Property.	II. I C D DI D I I			
3.	Letter of Advice/Intent/Request a Director or Board Resolution				
	Includes the request or int	ention			
		principal/director/president.			
4	Copy of the latest certificate/ perm				
5.	Security and Exchange Commissio				
		appears on the certificate			
E	valuated by:				
	Signature above printed name)	(Signature above printed name	(Signatu	(Signature above printed name)	
SD	O Private School Focal Person	Chief, CID		Chief, SGOD	
	Date	Date		Date	
Dagge	nmended Action				
Recor	innended Action				
V	alidated by:				
		EV			
7					
(Signature above printed name)		(Signature above printed name	(Signatu	re above printed name)	
	QAD EPS	QAD EPS		QAD, Chief ES	
	Date	Date		Date	
Danie					
Recor	nmended Action				



# Republic of the Philippines Department of Education REGION VI - WESTERN VISAYAS

QAD-PS-Form 5

### CHECKLIST FOR APPLICATION FOR PERMANENT CLOSURE

	DO: Jame of School:				
	address of School:				
Course/s Offered:		School Year:			
Contact Person:			Contact No.		
E	mail Address:				
No.	Documentary R	equirements	Re	Remarks	
			SDO	RO	
1.	Indorsement	010.000			
	<ul> <li>Duly signed by SDS or</li> </ul>				
		nded course/ grade level			
2.	as stated in the Letter o SDO Inspection Report/ Check				
۷.	Template is filled out.	ist for Application			
		orresponding to the actual			
.	inspection conducted.	biresponding to the actual			
	<ul> <li>Duly signed by the SDO</li> </ul>	Private School Focal			
	Person, CID and SGOD	Chiefs.			
3.	Letter of Intent/Request addressed to DepEd Regional				
	Director or Board Resolution				
1	<ul> <li>Includes the intended co</li> </ul>				
	offered.	1			
	<ul> <li>Duly signed by the scho president.</li> </ul>	ool principal/ director/			
4.	Form 137				
	<ul> <li>Complete and intact, to</li> </ul>	be turned over to the SDO			
E	valuated by:				
	Gignature above printed name)	(Signature above printed nat	me) (Signatu	re above printed name)	
SD	O Private School Focal Person	Chief, CID		Chief, SGOD	
	Date	Date		Date	
	1.1.4				
Recon	nmended Action				
Va	alidated by:				
(S	ignature above printed name)	(Signature above printed nar	, 0	re above printed name)	
	QAD EPS	QAD EPS		QAD, Chief ES	
	Date	Date		Date	



# Republic of the Philippines Department of Education REGION VI - WESTERN VISAYAS

QAD-PS-Form 5.a.

### CHECKLIST FOR APPLICATION FOR TEMPORARY CLOSURE

S	DO:				
N	lame of School:				
	ddress of School:				
	ourse/s Offered:		Sahaal Vaam		
	ontact Person:		School Year:	The state of the s	
	mail Address:		Contact No		
No.	Documentary R	equirements	Remarks		
			SDO	RO	
1.	Indorsement		550	- NO	
	<ul> <li>Duly signed by SDS or</li> </ul>	· OIC SDS			
	<ul> <li>Consistent with the interest</li> </ul>	ended course/ grade level			
	as stated in the Letter of				
2.	SDO Inspection Report/ Check	list for Application			
	<ul> <li>Template is filled out.</li> </ul>				
	<ul> <li>Contains information c</li> </ul>	orresponding to the actual			
	inspection conducted.				
	<ul> <li>Duly signed by the SD</li> </ul>				
_	Person, CID and SGOI				
3.	Letter of Intent/Request addr	essed to DepEd Regional			
	Director or Board Resolution				
	<ul> <li>Includes the intended confered.</li> </ul>	ourse/grade level to be			
	<ul> <li>Duly signed by the sche</li> </ul>				
	principal/director/president				
	principal/uncetor/presid	dette.			
1					
Ev	aluated by:				
	ignature above printed name) O Private School Focal Person	(Signature above printed na		re above printed name)	
SDI	O Private School Focal Person	Chief, CID		Chief, SGOD	
	Date	Date		Date	
				Duit	
Recon	mended Action				
W.	Ridated have				
V 2	llidated by:				
(S	ignature above printed name)	(Signature above printed nat	me) (Signatur	e above printed name)	
	QAD EPS	QAD EPS		DAD, Chief ES	
	Date	Date		Date	
Recom	mended Action				



## Republic of the Philippines Department of Education REGION VI – WESTERN VISAYAS

QAD-PS-Form 6

SDO:

Name of School:

### CHECKLIST FOR APPLICATION FOR TUITION AND OTHER SCHOOL FEES (TOSF) INCREASE

A	Address of School:		the homeone and there are the desirable that they may consume the high state.	
	Course/s Offered:	School Year	The second secon	
Contact Person:		School Year: Contact No		
E	Email Address:	Contact 140.		
No.	Documentary Requirements	Remarks		
		SDO	RO	
1.	Indorsement  Duly signed by SDS or OIC SDS  Consistent with the intended course/ grade level as stated in the Letter of Request of Request or Board Resolution			
2.	<ul> <li>SDO Inspection Report/ Checklist for Application</li> <li>Template is filled out.</li> <li>Contains information corresponding to the actual inspection conducted.</li> <li>Duly signed by the SDO Private School Focal Person, CID and SGOD Chiefs.</li> </ul>			
3.	Letter of Advice/Intent/Request addressed to DepEd Regional Director or Board Resolution  Includes the intended amount/percentage to be increased  Duly signed by the school principal/director/president.			
4.	<ul> <li>actual meetings or discussion on the advantages and disadvantages of the proposed increase in tuition fees</li> <li>must be initiated by the Presidents/Heads of the School or their representatives</li> <li>Notice – at least 15 days before the dates of consultation, notices must be sent to all parties involved and be posted on the bulletin board.</li> <li>The Consultation Period must have been completed not later than 28 February of the SY preceding the SY that the intended increase shall take effect.</li> <li>Copy of the Minutes of the Meeting.</li> </ul>			
5.	Seventy percent (70%) of the proceeds to be derived from the TFI shall be used for the payment of increase in salaries, wages, allowances and other benefits of its teaching and on-teaching personnel and other staff except those who are principal stockholders of the school     A comparative schedule of tuition fees for the current school year and the proposed increases for the			

incoming SY with the difference(s) expressed in both

peso and percentage terms duly notarized.



# Republic of the Philippines Department of Education REGION VI - WESTERN VISAYAS

QAD-PS-Form 7

### CHECKLIST FOR APPLICATION FOR TUITION AND OTHER SCHOOL FEES (TOSF) - INCREASE

SDO:					
Name of School:					
Address of School:					
Course/s Offered:		Scho	ol Vear		
Contact Person:	Cont	School Year:Contact No.			
Email Address:		Cont			
No. Documentar	y Requirements	Remarks			
200 , 200 000 000		SD		RO	
Endorsement from SDO				- KO	
2. Letter of Intent/Advice (LO/	A)				
Comparative schedule miscellaneous for last year and a schedule	of tuition fees including and current year				
Evaluated by:					
(signature above printed name) SDO Private School Focal Person	(signature above printed Chief, CID	name)	(signature abo Chiej	ove printed name) f, SGOD	
Date	Date	_		Date	
ecommended Action					
Validated by:					
A			***************************************		
(signature above printed name) QAD EPS	(signature above printed r	name)		ve printed name) Chief ES	
Date	Date			)ate	
ecommended Action					